

# COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

## Minutes of Special Public Meeting

October 21, 2002

The meeting of the Colusa County Children and Families Commission was called to order at 3:10 p.m. in the Colusa County Department of Health & Human Services Conference Room at 251 E Webster Street, Colusa, California. Commissioners Christy Scofield, Barbara Hankins, Dolores Gomez and Nancy Parriott were present constituting a quorum. Commissioner Nolan Gonzales was not present.

Public attending: Charlette Lauppe.

Items discussed in accordance with the publicly posted agenda were as follows:

1. Approval of October 8, 2002 meeting minutes

Commissioner Hankins moved to approve minutes of the October 8, 2002 meeting as corrected; motion seconded by Commissioner Parriott. The motion was passed unanimously by voice vote (4/0).

2. Review outstanding invoices and approve payment of expenses

One invoice for a total of \$69.82 was presented for payment.

Commissioner Hankins moved to approve payment of the invoices as presented; motion seconded by Commissioner Parriott. Motion was passed unanimously by voice vote (4/0).

3. Public comment and unscheduled matters (The Colusa County Children and Families Commission will not be making a determination on items brought up during this portion of the agenda)

Commissioner Scofield asked for information regarding an application to AmeriCorp from the Child Abuse Prevention Council (CAPC). The application indicated that the Commission had designated \$12,000 to support volunteers through the AmeriCorp program. Ms. Lauppe explained that she was not aware that the Commission had been included as part of the CAPC application and she had not seen the application. Ms. Lauppe explained that she had been informally approached by Jean Bourbeau, CAPC Executive Director, in September and given information that an application was being researched. Ms. Lauppe explained to Ms. Bourbeau that she had researched participation in the AmeriCorp program through the California Children & Families Association (CCAFA) in April and found that a match of \$10,000 to \$18,000 was required for each volunteer placed with the Commission to participate in an AmeriCorp program. Ms. Lauppe said that she asked Ms. Bourbeau if participation would involve any funding from the Commission. Ms. Bourbeau said that she was not sure at that time. Ms. Lauppe said that she told Ms. Bourbeau that she was almost certain that there was a cost involved and that the Commission did not have a budget to support participation. Ms. Lauppe said that there was no further discussion with Ms. Bourbeau on the subject and Ms. Bourbeau did not bring the matter to the Commission for discussion. Commissioner Scofield suggested that Ms. Lauppe attend the Board of Supervisor's meeting as the CAPC AmeriCorp application was on the October 22, 2002

agenda and that the Commission was listed as a participant at a cost of \$12,000. Ms. Lauppe said that she would attend the meeting to help clear up the misunderstanding.

Ms. Lauppe presented information that Susan Rawlins, Colusa County Library Director, had called to share information regarding a Library Services Technology Act (LSTA) proposal for a possible grant opportunity from the State Library. Ms. Rawlins was interested in asking the Commission to discuss possibly participating as a partner for the application. Ms. Rawlins said that the grant would assist with hiring a consultant to work with the Commission and County Library on training for fund raising as an approach to future financial sustainability. The purpose of the partnership for the grant would be to set up a trust or some type of account that would hold donations. The interest from the trust would be shared by the Commission and the Library for funding projects while leaving the principal secure. Ms. Rawlins will be taking the idea to the Board of Supervisor's at the October 22, 2002 meeting. She will ask for permission to investigate the possibility of grant funding from the State Library. Ms. Lauppe will bring the joint project with an update to the Commission at the November 12, 2002 meeting if approved by the Board of Supervisors.

#### 4. Review and Approve Matching Funds for Retention Incentive for Early Care Report

The Commission discussed and reviewed changes in the draft report for the Matching Funds report presented to the Commission at the October 8, 2002 meeting. Ms. Lauppe said that she had edited Form A of the report for corrections and enhanced the presentation of information. She said that Form B had been edited to present accurate information of funding expended during the 2001/2002 fiscal year and the encumbered dollars for that program. Ms. Lauppe explained that the major portion of the matching funding within the Family Start grant had not been billed by Children's Services until July 2002. Payment had been made but would not be reflected in this report covering a period of July 1, 2001 to June 30, 2002. All funds for the Matching Funds Grant were in process of being billed to the Commission at this time. Funds for the entire Matching Funds and Commission matched funds through Family Start are encumbered and ready for payment as soon as the Commission receives invoices from Children's Services with appropriate documentation to support approved expenditures as outlined in the original Matching Funds application.

Commissioner Hankins moved to approve both Form A and Form B of the Matching Funds for Retention Incentive for Early Care Progress Report as presented; motion seconded by Commissioner Parriott. Motion was passed unanimously by voice vote (4/0).

#### 5. Commission Members Terms of Office

The Commission discussed the terms of office and reviewed Ordinance No. 628 used to implement the California Children and Families First Act of 1998. Ms. Lauppe reported that the term of office recorded by the County Clerk shows the following:

Christy Scofield term expires December 31, 2002 as a member of the Board of Supervisors appointed by the chair of the board annually.

Nolan Gonzales term expires May 13, 2004 as a member representing a community-based organization that has a goal of promoting nurturing and early childhood development.

Dolores Gomez term expires May 14, 2005 as a member representing the childcare resource and referral agency.

Nancy Parriott term is indefinite as she is appointed by Bonnie Marshall Director of Colusa County Health and Human Services Department. Appointment to this position is done every three years at the will of Ms. Marshall as the Director. This term ends May 13, 2003. Barbara Hankins term is indefinite as she is appointed by Kay Spurgeon, Superintendent of Schools. Appointment to this position is done every three years at the will of Ms. Spurgeon as the Director. This term ends May 13, 2003.

The Commission reviewed the By-laws Article IV Membership and determined that membership of the Commission agreed with the law. Each term shall be for three years.

6. Election of Officers

The Commission reviewed By-laws Article VI Officers and determined that an annual election of chairperson will be placed on the December Commission meeting agenda.

7. Adjournment

Meeting adjourned at 5:10 p.m.

The next meeting will be held on Tuesday, November 12, 2002 at 3:00 p.m. at the Morse Conference Room located at the Colusa County Free Library, 738 Market Street, Colusa.

Minutes prepared by Charlette Lauppe, Executive Director to the Commission.

Attachment A: One Invoice

Attachment B: Copy Ordinance No. 628

Attachment C: By-laws

Attachment D: Approved Matching Funds Report